

# **State of Alaska FY2007 Governor's Operating Budget**

## **Department of Public Safety Administrative Services Component Budget Summary**

**Component: Administrative Services****Contribution to Department's Mission**

Provide centralized administrative support services to department programs.

**Core Services****Accounting and other fiscal services**

- Reviews and certifies for payment over 48,000 vendor invoices using the Alaska State Accounting System (AKSAS) and audits decentralized payment centers;
- Develops and distributes accounting reports to assist in financial management;
- Processes revenue collections, interagency billings, field warrants, transportation requests, travel authorizations, 1099 tax reconciliation, and travel/move taxation reports;
- Obligates funding and processes payments for professional services contracts, federal contracts, grants, federal grants-in-aid, and audits petty cash/change funds activities;
- Maintains and reconciles the department's liability accounts;
- Prepares the schedule of all federal grants and performs other research for the Department of Administration, Division of Finance.
- Coordinates audit responses to Legislative Audit.
- Develops and/or reviews cost allocation plans according to federal standards.

**Budget development, implementation, and monitoring**

- Provides professional expertise, problem solving, and research capabilities to department management, OMB staff, DOA-Finance, and other statewide agencies' budget staff on numerous budget and management related topics.
- Develops departmental instructions for operating and capital budget preparation and provides assistance and training to program managers and administrative staff in all budgetary processes;
- Reviews, analyzes and edits operating and capital budget submissions in the Alaska Budget System and recommends changes where appropriate;
- Works with program managers to analyze financial impacts of budget recommendations throughout the budget process and recommends changes, if necessary, to allow programs to operate effectively;
- Analyzes and records capital and operating appropriations and other budget transactions throughout the fiscal year and works with program managers to ensure spending is within authorized levels;
- Conducts special studies and financial analyses for department's management team, and makes recommendations based on analyses and historical financial trends;

**Procurement and supply functions**

- Manages major procurements (aircraft, vessels, facilities, and law enforcement supplies);
- Trains, assists, and monitors division procurement officers;
- Stores and issues centrally-stocked law enforcement supplies (uniforms, ammunition, weapons, etc.);
- Maintains department state property information;

**Facilities maintenance coordination**

- Manages more than 50 departmental facilities and 37 trooper housing units in 15 rural locations;
- Contracts for aircraft and vessel maintenance, recruitment-related services, forensics, public safety training, and criminal justice information systems.

### FY2007 Resources Allocated to Achieve Results

<b>FY2007 Component Budget: \$3,532,300</b>	<b>Personnel:</b>	
	Full time	33
	Part time	0
	<b>Total</b>	<b>33</b>

### Key Component Challenges

Developing and implementing more effective and efficient administrative procedures to improve support provided to the department's direct service programs.

### Significant Changes in Results to be Delivered in FY2007

The division is working with the divisions of Alaska State Troopers and Statewide Services to centralize and streamline grants management for both divisions in the Division of Administrative Services' grants unit. This will assure consistent handling of the divisions' federal grants, and free up Alaska State Trooper and Statewide Services professional staff time for their primary missions.

### Major Component Accomplishments in 2005

Coordinated completion of new Ketchikan State Trooper office, delivery of the *P/V Enforcer*, and procurements of new trooper housing in Bethel and new office space in the Matanuska-Susitna Borough.

### Statutory and Regulatory Authority

- 1) Executive Budget Act (AS 37.07)
- 2) Fiscal Procedures Act (AS 37.05)
- 3) State Procurement Code (AS 36.30 and 2 AAC 12)

### Contact Information

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**Administrative Services  
Component Financial Summary**

*All dollars shown in thousands*

	<b>FY2005 Actuals</b>	<b>FY2006 Management Plan</b>	<b>FY2007 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,667.4	2,123.4	2,348.2
72000 Travel	21.2	23.7	23.7
73000 Services	953.5	993.2	1,084.6
74000 Commodities	70.0	73.8	73.8
75000 Capital Outlay	0.0	2.0	2.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>2,712.1</b>	<b>3,216.1</b>	<b>3,532.3</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	2,223.9	2,361.5	2,637.7
1007 Inter-Agency Receipts	488.2	854.6	894.6
<b>Funding Totals</b>	<b>2,712.1</b>	<b>3,216.1</b>	<b>3,532.3</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Interagency Receipts	51015	488.2	854.6	894.6
<b>Restricted Total</b>		<b>488.2</b>	<b>854.6</b>	<b>894.6</b>
<b>Total Estimated Revenues</b>		<b>488.2</b>	<b>854.6</b>	<b>894.6</b>

**Summary of Component Budget Changes  
From FY2006 Management Plan to FY2007 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2006 Management Plan</b>	<b>2,361.5</b>	<b>0.0</b>	<b>854.6</b>	<b>3,216.1</b>
<b>Adjustments which will continue current level of service:</b>				
-Transfer PCN 12-1307 Building Maintenance Specialist from Rural Trooper Housing	101.5	0.0	0.0	101.5
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	26.9	0.0	11.3	38.2
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	3.8	0.0	1.7	5.5
-FY 07 Retirement Systems Cost Increase	50.3	0.0	21.2	71.5
-FY2007 Wage, Health Insurance, Retirement, and Risk Management Increases for Division of Personnel	45.9	0.0	0.0	45.9
<b>Proposed budget increases:</b>				
-Increased Warehouse and Office Lease Costs	33.8	0.0	0.0	33.8
-Risk Management Self-Insurance Funding Increase	14.0	0.0	5.8	19.8
<b>FY2007 Governor</b>	<b>2,637.7</b>	<b>0.0</b>	<b>894.6</b>	<b>3,532.3</b>

**Administrative Services  
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2006</u> <u>Management</u> <u>Plan</u>	<u>FY2007</u> <u>Governor</u>		
Full-time	32	33	Annual Salaries	1,498,035
Part-time	0	0	COLA	41,284
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	912,382
			<i>Less 4.22% Vacancy Factor</i>	(103,501)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>32</b>	<b>33</b>	<b>Total Personal Services</b>	<b>2,348,200</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk I	1	0	1	0	2
Accounting Clerk II	4	0	1	0	5
Accounting Spvr I	1	0	1	0	2
Accounting Tech I	1	0	1	0	2
Accounting Tech II	1	0	1	0	2
Administrative Assistant	1	0	1	0	2
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Administrative Manager IV	1	0	0	0	1
Building Mgmt Specialist	1	0	0	0	1
Division Director	0	0	1	0	1
Grants Administrator I	1	0	0	0	1
Grants Administrator II	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Program Budget Analyst III	0	0	1	0	1
Program Budget Analyst IV	0	0	1	0	1
Stock & Parts Svcs Journey I	2	0	0	0	2
<b>Totals</b>	<b>21</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>33</b>